



Notes on completion

Summary

Name of your organisation

St Mary of the Angel's RC Church, Worthing

Project title

In no more than 15 words, please choose a title which you think best describes your project. This will be seen externally, on our website and by our decision makers so please ensure that you choose a title that you are happy for a wide range of people to see.

Renovation and restoration of St Mary of The Angels RC Church and Community Centre

Reference number

HG-17-07093

Project summary

In no more than 150 words, summarise your project. We will use this text to tell people about your project, including our decision takers.

St. Mary's Church and Community Centre were built circa 1864 and are Grade II Listed buildings. Both are in need of extensive repair to roof coverings, windows, stonework, brickwork and rainwater goods. Roof tiles require complete replacement, with provision of sarking felt and insulation, to protect the wooden vaulted ceilings in the Church and conserve energy. The interior of the Church will be restored to expose the wooden panelled ceilings and hidden marble pillars, whilst electrical wiring must be updated, with modern energy saving lighting, followed by complete redecoration and refurbishment. The Community Centre bathroom, hot water and WC facilities are dated and require upgrading and extensive repair and redecoration to all rooms is needed to prevent further deterioration. Lottery funding will rescue and conserve our Church and Community Centre for another 100 years at least and allow us to continue our mission for the benefit of the community.

Have you received any advice from us before making your application?

No

Is this your first application to the Heritage Lottery Fund?

Yes

Describe the size and staff structure of your organisation

Our Parish Priest is supported by six members on the Finance Committee which also sanctions contract work and monitors income/expenditure. There is a Liturgy Committee for services (8 persons) maintenance and repairs (5 persons) sacristans (3 persons) musicians (6 persons) choir (12 persons) cleaners (12 persons) catechists (4 persons) florists (3 persons) part time secretary (1 person) and many of our young members assist at Mass and in the Choir. We have a busy St. Vincent De Paul Society who visit the sick and poor and a very active Justice and Peace Group. We are a culturally very diverse church, some twenty six different nationalities, many from Poland, the Philippines, India, Africa and Italy, who themselves raise funds for special projects. It has been estimated that there are over 100 volunteers working at any moment in time, organising and assisting in the management of our church and groups within and those reaching out. We support our Parish Priest financially in all of his work and personal needs. There are no other persons employed as such apart from a self employed cleaner and a gardener. All other parish workers volunteer their time and effort, eg. to supervise homeless persons overnight, prepare food for them and provide bedding and clothing donated by parishioners.

If applicable, how many board members does your organisation have?**If applicable, please describe the skills, knowledge or experience that your board members possess that are relevant to this application**

Our Parish Priest, an Accountant, a retired Solicitor, a retired Chartered Surveyor, ex-RAF engineer and a retired NHS Administrator.

Are you planning to undertake a governance review to ensure you have the right expertise to deliver and then sustain your project beyond the period of your HLF grant funding?

Yes

When do you intend undertaking this review?

Governance is very effectively undertaken on an ongoing basis through the Administration of the Arundel and Brighton RC Diocese by means of Safety Tool Box Ltd, who provide an online computerised question and answer software package that covers all Repairs and Maintenance aspects, Health and Safety issues of fire, electrical, gas etc, backed up by the implementation of work highlighted by the Quinquennial Report. The project will be delivered by suitably qualified professionals, an architect for best advice as to conservation and to the interior design and restoration in particular, with an experienced building surveyor to supervise contractors on a daily basis. With assistance from HLF, we intend to appoint a well known architectural conservation practice and have in mind Thomas Ford & Partners whose Paul Sharrock has undertaken successful work at St Augustine's, Ramsgate and St Marys, Clapham amongst other projects of note with HLF funding. This practice are appointed as inspecting Architects for some 350 churches and 4 cathedrals and we are confident that our project will produce a good outcome that the entire community will be proud of.

How much did your organisation spend last financial year?

127614

What level of unrestricted funds is there in your organisation's reserves?

20000

If your organisation is any of the following, please provide the details shown:

Company - give registration number

Registered Charity in England, Scotland or Wales - give registration number

252878

Charity recognised by HM Revenue and Customs in Northern Ireland - give reference number

1f Has your organisation undertaken a similar project in size and scope in the last 5 years?

No

1g Will your project be delivered by a partnership?

No

1h Are you VAT registered?

No

Section two: The heritage

In this section tell us about the heritage your project focuses on and why it is valued.

2a What is the heritage your project focuses upon?

CHURCH OF ST. MARY of The Angels (Roman Catholic) Grade II Listed Built c1864, founded in the main by the Gaisford Family, who are interred in the family vault. Attributed to Henry Clutton. Interior and additions to exterior circa 1939. Plum-red brick, as the adjacent Convent and School which is part of the composition and the original church mission. Steep tiled roof. Plate tracery. Rose windows in east end (ritual west) and north transept. 3 lancets in choir end. North side fronts Richmond Road as does Church Centre, east end Crescent Road and south side abuts the Convent. North aisle and clerestory have lancet windows. Projecting porch with double arches on colonettes and belfry with miniature spire on north side, together with modern single-storey extension. Altar of the Holy Souls designed by F. A. Walters sculpture by Nathaniel Hitch. The Mother church of the RC Deanery following the Reformation which subsequently promoted three more churches in Worthing and others outside of the Borough. It has also been instrumental in the provision of Catholic Education at Primary and Secondary level and still plays an active role of support financially and as part of those communities. How it all came to be is well recorded in a publication which is included in our application; there is an abridged version on our website: <http://www.stmaryoftheangels.org.uk/>

Our Parishioner Dennis Key, researched the history of our church very thoroughly and wrote about Thomas Gaisford and his family, who in the 1860's were primarily responsible for the building of the church and for furnishing it. We owe a great debt of gratitude to Thomas Gaisford and both he and his wife, Emily are interred in the church, with a child who probably died at birth.

On the east wall of the church there is a memorial to church members who lost their lives during the First World War, one of whom was Thomas' son, Walter Thomas Gaisford Lieutenant Colonel, of the Seaforth Highlanders, 7th Bn., died 25.09.15, aged 44. His body was never found. He is commemorated on the Loos Memorial, Panel 112 to 115 and Scottish National War Memorial, Edinburgh Castle. It was the first day of the battle of Loos. Altogether there are twenty men recorded on the memorial and set out in the the book " St Mary of The Angels, Worthing, The Gaisford Family and Our Lady of Sion Convent; 150 Years of Entwined History".

Also accompanying this application are four documents incorporating photographs of each elevation of the church, north, south, east and west, including a brief specification of the work envisaged to stonework, walls and windows, which documents were originally used to obtain the Chichester Stonework estimate also herewith. A separate document shows some photographs of the interior of the church, including the Blessed Sacrament Chapel, the Holy Souls Chapel and Lady Chapel etc. Two more photographs show the Church Community Centre, east and west elevations. Also, the Quinquennial Report prepared in 2015, which incorporates a programme for planned maintenance, following which much minor repair work has been attended to or supervised by parishioners themselves, as finances have allowed. Location Plans are included showing the proximity of the church to the Town Centre and floor a plan of the church showing the present layout. We wish to focus on providing the best possible project outcome for our church members and the local community who we serve.

2b Is your heritage considered to be at risk?

Yes

Please provide information on why your heritage is considered to be at risk and in what way.

The roof covering to the church is at the end of its life expectancy and without adequate sarking felt to prevent rainwater penetration, or insulation to prevent heat loss. The clay tiles are corroding with age, the effects of the coastal salt air and are laminating. The tile nibs are failing and slipping on the battens and nail fixings are also corroded. Decorative ridge tiles are loose and one has fallen recently, causing damage and are a danger. The sarking felt is comprised of fibre, horse hair we believe and is perished, allowing rainwater to penetrate to supporting timbers beneath where tiles have slipped. There have been two major outbreaks of dry rot, one to roof timbers on the south roof slope. Another damaging the main walls of the church internally and timbers supporting the mezzanine organ loft; as a result of penetrating damp through the solid brick walls; which are not of cavity construction. It was necessary to dismantle and dispose of the pipe organ recently, to facilitate repairs to walls behind, though this had been long since redundant, also beyond repair. Metal gutters and rainwater pipes have been replaced in sections over the years with plastic goods, which are incompatible and the remainder are beyond repair; all require replacement with new metal goods. The lead light windows are set in metal frames which are badly rusted and lead cams require repair/replacement. Stonework surrounds to windows and openings are corroded and worn and brickwork is spalling extensively. Unless an holistic approach is taken to restore the fabric externally, there will be severe damage to the roof structure, walls and internally to wooden panelled ceilings, the woodwork panelling forming the dado and plaster on internal walls. The church is on the brink of becoming economically obsolete because parishioners cannot afford the enormous expense of major repairs. The church centre too is of similar age and is showing signs of structural deterioration affecting internal walls and timbers. As it is Listed by association with the church, it would be desirable to renovate the external fabric, the roof, walls and windows and then the interior at the same time, otherwise it would detract from the church once work is complete on it. However, our main priority is focused on restoration of the church to save it for the community and inheritance. If we find that there is insufficient funding to renovate the centre simultaneously, (which would obviously generate contractual savings whilst builders were already on site), then we would be forced to defer that work until a later date, until adequate finance was available. The loss of the church and centre would be an enormous blow to the local community which benefits so much in many practical ways.

2c Does your project involve work to physical heritage, such as buildings, collections, landscapes or habitats?

Yes

Tell us the name of the building(s), collections, landscape or habitat area

St Mary of The Angels RC Church and Community Centre.

Does your organisation have the freehold of the building or land, or own outright the heritage items that your project focuses on?

Yes

Are there any legal conditions, restrictions or covenants associated with the heritage asset which may affect your project?

No

Has a condition survey been undertaken for the heritage asset in the last five years?

Yes

Does your organisation have, or are you planning to take out, a mortgage or other loans secured on the building or land, or heritage items?

Yes

Please give details of the lender and the amount of the mortgage or loan.

100000 via the Diocese interest free overdraft over 10 years, from the joint church Diocesan Account.

For landscape projects, please provide an Ordnance Survey grid reference for your landscape.

LAT 50° 48'47.92" N LONG 0° 22'38.95"W

2d Does your project involve the acquisition of a building, land or heritage items?

No

Please tick any of the following that apply to your heritage:

**Accredited Museum, Gallery
or Archive**

**Designated or Significant
(Scotland) Collection**

**DCMS funded Museum,
Library, Gallery or Archive**

World Heritage Site

**Grade I or Grade A listed
building**

**Grade II* or Grade B listed
building**

How many buildings of this type are included in your project?

Two, the church and centre.

**Grade II, Grade C or Grade
C(S) listed building**

Local list

**Scheduled Ancient
Monument**

Registered historic ship

Conservation Area



Registered Battlefield

**Area of Outstanding Natural
Beauty (AONB) or National
Scenic Area (NSA)**

National Park

National Nature Reserve

Ramsar site

**Regionally Important
Geological and
Geomorphological Site
(RIGS)**

**Special Area of Conservation
(SAC) or e-SAC**

**Special Protection Areas
(SPA)**

Registered Park or Garden

Section three: Your project

In this section, tell us about your project. Make sure you include all your planned activities, and capital works if applicable.

3a Describe what your project will do.

The project will restore the church building and centre as near as possible to the original external condition, with new roof coverings incorporating sarking felt and insulation, making good the stonework including surrounds to windows and doors. Windows will be overhauled and where beyond repair, replaced sympathetically. Brickwork requires re-pointing to prevent ingress of water through the solid wall construction and treatment to prevent the softening and spalling which is most notable on the west elevation. Once the external fabric is restored, work to the interior of the church will be undertaken to expose the original wood panelled ceilings and marble columns. The church centre exterior, roof, walls and rainwater goods will be repaired in similar manner and redecorated internally with upgraded heating, hot water and WC facilities. This will enable us to continue into the foreseeable future to provide the services that we do at present, to parishioners and the local community in Worthing, in particular for homeless persons in winter months. We installed a new central heating boiler for the church in April 2016 and additional radiators, providing improved efficient heating and are dealing with any day to day repair and replacement needs which fall within our financial capacity.

3b Explain what need and opportunity your project will address

There is an urgent need to arrest the deterioration of the church and centre, which we have a statutory obligation to maintain in good order, being Grade II Listed. The deterioration is evident due to age and weathering over a period in excess of 150 years and though much repair has been undertaken in years past, the extent of renewal now required is beyond our means financially. Funding will ensure primarily that the buildings are safe and secure for the foreseeable future but will also allow us to channel regular church funds to general annual maintenance projects, renewal of ageing furnishings and fittings and to developing activities for our children and youth, without compromising on our support for the homeless, housebound and others in need of practical and financial assistance in Worthing and worldwide.

According to the Church Urban Fund, our church is among some of the most deprived areas in country. Out of a total of 12,599 parishes, it is ranked 922, where 1 is the most deprived and it is therefore counted with 7% of the poorest areas in the country. Our project is an opportunity which will allow us to grow as a community and be of more benefit to the community in Worthing and elsewhere.

3c Why is it essential for the project to go ahead now?

Without intervention to arrest the rate of deterioration, it will inevitably increase rapidly to the point where the buildings will become beyond repair necessitating extensive re-building of the structure. In particular, the roof covering is failing and tiles timbers will suffer rot unless new tiles and a waterproof barrier are provided. New metal gutters and rainwater pipes are required to prevent damp penetration to walls and timbers, which has caused much damage in recent times. Whilst it has been possible in the past to deal piecemeal with any necessary repairs, the overall deterioration is already very evident and will soon assume more serious proportions. It is inevitable that major expenditure would render our church and centre economically obsolete, being beyond our means and that would be a major loss to the community locally.

3d Why do you need Lottery funding?

Our Church is town centre based and is not wealthy, being in an area regarded as among the 7% of most deprived areas in England and Wales. We are host to many workers from overseas, employed in local hospitals and care homes, families from the Philippines, India, Africa, Poland and Italy. In fact we count no less than twenty six different nationalities who regularly attend services and engage in social activities as well as spiritual. The current cost of such a major project is well beyond the day to day means of the church members and without funding we are fighting a losing battle to keep all in essential repair. Given the need for such major works, substantial funding is needed to enable us to restore the buildings and maintain them on an ongoing basis in good repair and condition. The contribution from parishioners towards this project, anticipated to be around £100,000, will be found over a ten year period, to repay the Diocesan Bank where we effectively utilise our other churches' savings, without interest accruing. We consider that to be a realistic proposition, without impacting on our important activities and financial efforts to support our local and national charities.

To illustrate the level our commitment and involvement in the local and global community, there is also

included in supporting documents, a list of charitable donations made last year and more recently. It is quite common for special collections to be taken after each Mass on Sundays in response to an annual appeal, or a particular disaster and these direct gifts do not necessarily show in the Statement of Income and Expenditure; though they are always reported to parishioners in the weekly newsletter, having been validated by members specifically appointed. If following the round one development stage, we were to find that the structural problems with the church's main roof covering were greater than we anticipate, with substantially higher repair costs, it might be that we would have to defer work to the church centre until adequate funds became available. That would allow us to concentrate our finances and efforts on our main priority, being the church itself. However, to kick start our project, we would ask for funding to develop our project, to obtain detailed surveys and drawings which we estimate would cost in the order of £20,200 plus VAT; as set out below:

A survey and drawings/plans of the complete exterior, each elevation, roof etc will cost £3200

A Conservation Architect to make detailed proposals as to the interior around £8000

A detailed survey of the roof structure /tiled coverings with recommendations for improvement £2500

A detailed survey of the stonework and lead light windows itemising repairs required £2500

An electrical survey £1750 with recommendations.

Survey of surface water drainage £1000

An Environmental Survey £1250

3e What work and/or consultation have you undertaken to prepare for this project and why?

Some initial estimates have been obtained by ourselves to support the application, from specialist contractors who handle roofing works and stonework repairs for guidance purposes. It is our intention to commission the surveys and specifications for each stage of work, once we have detailed drawings and plans to work with and engage relevant contractors in competitive tendering, managed by our appointed architect and the building surveyor who is presently supervising work following metal theft to a roof and dry rot repairs in the organ mezzanine.

Copies of estimates obtained for guidance purposes are included with our application, as detailed on the "Supporting Documents" list.

It is also our intention to consult an Architect versed in conservation and restoration of church interiors and commission some proposals for consultation, to involve parishioners in the decision making process as much as possible. We have in mind Thomas Ford and Partners who are an eminent architectural practice with considerable experience in restoration of churches, as previously mentioned. Some alterations to the internal layout might be beneficial in terms of functionality and there is a need to explore what outcome would best serve those who attend church for whatever reason, be it daily or weekly Mass, a Baptism, Wedding or Funeral and to ensure that the yearly Liturgy of the Church is enhanced in each celebration. Original hidden features will be restored and new lighting introduced to create an improved warmer ambiance.

3f How are you planning to promote and acknowledge National Lottery players' contribution to your project through HLF funding?

We would promote and acknowledge player's contribution through our Parish Website and the Arundel and Brighton RC Diocese Website as well as an Editorial in the Worthing Herald newspaper, in the A & B News (Diocesan Paper) and by exhibiting plaques on external boundary walls. We would also engage with BBC Sussex Radio and would invite the Major to an opening event in the church and reception in the centre.

One of our parishioners has been a Borough Councillor since 2002 and West Sussex since 2009. Cllr Robert Smytherman served a term as Worthing Mayor, following which he became Town Crier. He is very active in the community, involved in Education, as Chair of Governors of our Parish Primary School and spent 12 years as a Governor of Chatsmore RC High School, among his many other activities. He is very enthusiastic about our project and will support us in every way he can to promote National Lottery players contribution through HLF funding.

As part of the development consultation process, we would exhibit plans and drawings in the church centre, with information on the benefits that lottery funding could bring, if an award is made.

Section four: Project outcomes

In this section, tell us about the difference that your project will make for heritage, people and communities.

4a What difference will your project make for heritage?

As a result of the HLF investment, the exterior structure of the church will have been made safe and secure for the foreseeable future - i.e. the next fifty years or more and will undoubtedly look magnificent on a very prominent site on the A259, in close proximity to Worthing Town Centre. Primarily, this will allow us to plan for the future so that we can allocate a realistic budget from church funds for future property maintenance, without compromising on our commitment to the community, the poor and needy. Second to that, we will be in a better position in years to come to finance renewal of ageing fittings, furniture, lighting, sound systems, our podcast transmissions, our parish webpage and the like. It will allow us to see more clearly how to plan for and achieve what will be more realistic and practical objectives, for the general maintenance of the buildings as current concerns for the main overall structure and fabric of the buildings will have been alleviated.

4b What difference will your project make for people?

By making the church and centre a source of pride once again, more inviting, comfortable and attractive, parishioners will feel encouraged to meet there more often for use by the many different groups within the parish making up our community. The functional uses of the church and centre will be greatly improved, for weddings, funerals, family gatherings and receptions, as well as the daily services which are well attended. Our church reaches out to communities and peoples across the globe in a special, rather unusual way, which was the initiative of a former Parish Priest and has proved to be extremely popular and useful. On our parish website (<http://www.stmaryoftheangels.org.uk/>) we have the benefit of a podcast which is permanently live and available. All services in the church are broadcast, to the sick and housebound, or anyone anywhere unable to be present, so that they remain very much part of the celebration taking place. In our parish we have, at the last count, twenty six ethnicities, whose families overseas are able to see their loved ones, children and grandchildren and join with them at Mass, Baptisms or even Funerals and it is a great comfort to them that they have in some sense been present. It is important to us that we continue to make this service available to the community at large, though it does come at an annual cost presently circa £6000. The annual summary of viewing statistics is as follows:

During the period 18th April 2017 to 18th April 2018:

Total Viewing Time 37,85 hours

Unique viewers 41,184

15,380 spent more than 1 hour viewing

20,311 spent between 5 minutes and 1 hour viewing.

Daily and monthly statistics are included with the application supporting documents showing information on the range of countries where viewing has occurred.

4c What difference will your project make for communities?

Our commitment as Christians to those in need extends well beyond those familiar to us in our own church community. We support many people in our local Worthing community with our time, giving practical assistance, as well as emotional encouragement and financial help. A grant would enable us to continue channelling our efforts and church funds into serving the homeless, housebound, sick and bereaved, to continue supporting our schools, both Primary and Secondary and the many other elderly parishioners with visits to their homes or those in care accommodation. Our parish is in a badly deprived area, among 7% of the poorest areas in the country and our parishioners work extremely hard to support those in most need. Funding from the Lottery will enable us to restore our church and centre and continue supporting the many organisations that we do both financially and in a very practical way without compromising on our commitments to those in need. We have been fortunate in times gone by to occasionally receive bequests that have enabled us to make important improvements to facilities without getting into debt but we are not able to meet the cost of replacing all or part of the main roof covering and restoring stonework and windows. However, we are confident that with Lottery assistance, we can commit to a restoration project that could be financed on our part over a relatively few years and this would be of enormous value and benefit to us and all we serve locally and worldwide irrespective of their circumstance in life, faith or belief.

4d What are the main groups of people that will benefit from your project?

Once the church and centre are renovated with improved facilities, it would be a more suitable meeting place for Mothers and Toddlers, Youth Clubs and Dance Troupes, as well as groups meeting to discuss finance, church maintenance, for prayer, spiritual and liturgical purposes. Our Justice and Peace Group, St Vincent De Paul Society and Friendship Group meet there and make a very valuable contribution to the community, benefiting peoples lives in many ways, including accommodating homeless men and women overnight during winter months, in conjunction with other Worthing churches and their parishioners.

The interior of our church has become very tired in recent years and is desperately in need of a complete facelift. It is no longer the most attractive church for couples planning weddings for example and there is much that could be done to improve it for the many other services and functions that take place.

4e Does your project involve heritage that attracts visitors?

No

4f How many people will be trained as part of your project, if applicable?**4g How many volunteers do you expect will contribute personally to your project?**

8

4h How many full-time equivalent posts will you create to deliver your project?**Section five: Project management**

In this section, tell us how you will develop and deliver your project.

Development phase**5a What work will you do during the development phase of your project?**

We have the benefit of some brief reports and quotations as well as the quinquennial report, detailing the scope of various works required, to achieve restoration of the buildings to a good state of repair externally and have obtained some estimated costings relating to the main external proposed works. It is our intention, during the development phase of our project, to commission a full site survey and detailed plans and drawings of external and internal elevations of the buildings. This will enable us to provide drawings with specifications when inviting competitive tenders and will ensure we can identify and restore architectural features in a sympathetic but functional way. We will of course be submitting an application with drawings and photographs to the Historic Churches Committee (Southern) for a faculty to carry out those works but they are aware of our plans and have indicated their full support in everything we are proposing.

5b Who are the main people responsible for the work during the development phase of your project?

Paul Sharrock BSc. Dip. Arch. RIBA. AABC of Thomas Ford and Partners
Robert Overton-Hart of Crowther Overton-Hart BSc FRICS MCI OB MCI Arb (Building Surveyor)
James L McClean FRICS Retired, a Parishioner of St Mary of The Angels
Fr Terry Martin Parish Priest
Members of the Finance Committee.

5c Complete a detailed timetable for the development phase of your project. Use the 'add activity' button to enter additional rows.

Development activities

Task	Start month	Start year	End month	End year	Who will lead this task
Activity Plan					
Conservation Plan					
Management and Maintenance Plan					
Project Business Plan					

Development risks

Risk	Likelihood	Impact	Mitigation	Who will lead this

Delivery phase**5e Who are the main people responsible for the work during the delivery phase of your project?**

Paul Sharrock BSc. Dip. Arch. RIBA. AABC of Thomas Ford and Partners
 Robert Overton-Hart of Crowther Overton-Hart BSc FRICS MCIQB MCIArb
 James L McClean FRICS Retired, a Parishioner of St Mary of The Angels
 Fr Terry Martin Parish Priest
 Members of the Finance Committee.

5f Complete a summary timetable for the delivery phase of your project. Use the 'add activity' button to enter additional rows.

Delivery activities

Task	Start month	Start year	End month	End year	Who will lead this task
Anticipated practical completion date					
Church roof works, stone work, windows and rainwater goods	March	2019	November	2019	P Sharrock and R. Overton-Hart
Church interior refurbishment	January	2020	August	2020	Paul Sharrock and J McClean
Centre windows and internal refurbishment	January	2021	June	2021	R. Overton-Hart and J McClean
External groundworks, drainage, car park and landscaping.	January	2022	March	2022	R. Overton-Hart and J. McClean

5g Tell us about the risks to the delivery phase of your project and how they will be managed. Use the 'add risk' button to enter additional rows.

Delivery risks

Risk	Likelihood	Impact	Mitigation	Who will lead this

5h When do you expect the delivery phase of your project to start and finish?

Project start date

Month March | **Year** 2019

Project finish date

Month March | **Year** 2022

5i Are there any fixed deadlines or key milestones that will restrict your project's timetable?

No

Section six: After the project ends

In this section, tell us about what will happen once your project has been completed.

6a How will you maintain the outcomes of your project after the grant ends and meet any additional running costs?

By implementing a programme of planned maintenance and allocating income to a maintenance fund to facilitate that. We are now assisted with repairs/maintenance, health and safety etc by utilising the Safety Tool Box Ltd online facility, which is very comprehensive and beneficial.

6b Tell us about the main risks facing the project after it has been completed and how they will be managed.**After project risks**

Risk	Likelihood	Impact	Mitigation	Risk Owner

6c How will you evaluate the success of your project from the beginning and share the learning?

We intend implementing a consultation process with our parishioners, young and old, to involve them in planning and decision making, to secure their cooperation and commitment for the success of the entire project going forward both practically and in financial terms. We anticipate that their positive response will be one of collective enthusiasm, in itself a measure of success. The consultation will include graphic displays depicting historical information about the church and school and photographs, particularly of the Gaisford family founder members and parish priests, to generate a true sense of pride, ownership and responsibility for the future.

Section seven: Project costs

In this section, tell us how much it will cost to develop and deliver your project.

There is a limit of 20 words per 'description' section when completing the cost tables. A more detailed explanation and breakdown of your costs should be provided as part of your supporting documentation. Please see Section nine: Supporting documents within the programme application guidance for further information.

7a Development-phase costs

Development costs				
Cost heading	Description	Cost	VAT	Total
Professional Fees	Buildings Surveys, drawings and plans £3200, Roof survey and Report, £2500, Stonework and Windows survey £2500, Electrical survey £1750, Surface Water Drainage £1000, Environmental Report £1250	12200		12200
New staff costs				
Recruitment				
Other costs (development-phase)	Architect's proposal for church interior	8000		8000
Full Cost Recovery				
Contingency				
Non-cash contributions				
Volunteer time				
Total		20200		20200

Development income

Source of funding	Description	Secured?	Value
Local Authority			
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves		No	
Other fundraising			
Loan/Finance		No	
Non-cash contributions			
Volunteer time			
HLF grant request			20200
Total			20200

Total development costs	20200
Total development income	
HLF development grant request	20200
HLF development grant %	100

Section seven: Project costs

7d Delivery-phase capital costs

Cost Heading	Description	Cost	VAT	Total
Purchase price of items or property				
Repair and conservation work	Entire project	430000		430000
New building work				
Other capital work				
Digital outputs				
Equipment and materials (capital)				
Other costs (capital)	Contingency for Plans and Applications	5000		5000
Professional fees relating to any of the above (capital)	Architect and Building Surveyor	65000		65000
Total		500000		500000

Section seven: Project costs**7e Delivery-phase activity costs**

Cost Heading	Description	Cost	VAT	Total
New staff costs				
Training for staff				
Paid training placements				
Training for volunteers				
Travel for staff				
Travel and expenses for volunteers				
Equipment and materials (activity)				
Other costs (activity)				
Professional fees relating to any of the above (activity)				
Total				

7f Delivery-phase - other costs

Cost Heading	Description	Cost	VAT	Total
Recruitment				
Publicity and promotion				
Evaluation				
Other costs				
Full Cost Recovery				
Contingency				
Inflation				
Increased management and maintenance costs (maximum five years)				
Non-cash contributions				
Volunteer time				
Total				

Section seven: Project costs**7g Delivery Phase income**

Please note that HLF rounds all grant requests down to the nearest £100. With this in mind, please make sure that the total Delivery-phase income exactly matches the total of your Delivery-phase costs or the system will not allow you to proceed.

Source of funding	Description	Secured?	Value
Local authority			
Other public sector			
Central government			
European Union			
Private donation - Individual			
Private donation - Trusts/Charities/Foundations			
Private donation - corporate			
Commercial/business			
Own reserves	Accumulating project fund	Yes	50000
Other fundraising			
Loan/Finance	Interest free loan from Diocesan Joint Parishes Account	Yes	50000
Increased management and maintenance Costs (maximum five years)			
Non-cash contributions			
Volunteer time			
HLF grant request			400000
Total			500000

7h Delivery-phase financial summary

Total delivery costs	500000
Total delivery income	100000
HLF delivery grant request	400000
HLF delivery grant %	80

7i If cash contributions from other sources are not yet secured, how do you expect to secure these and by when?

7j If you have included Full Cost Recovery, how have you worked out the share that relates to your project?

Section eight: Additional information and declaration

This part of the form aims to collect the information we need to report on the range of organisations we fund. We will not use this information to assess your application. We encourage you to be as specific as possible about the people your organisation represents.

If your organisation represents the interests of a particular group, such as young people or disabled people, tell us which by filling in the tables below.

If you are based in Northern Ireland, where legislation requires us to report in detail on the organisations we fund, please complete the tables in full, as applicable.

If you are based outside Northern Ireland and your organisation represents the interests of a wide range of people and not any particular group, mark this box only.

✓ Age

✓ Under 16

✓ 16 - 25

✓ 26 - 49

✓ 50 - 64

✓ 65 and over

✓ Disabled people				
✓ Ethnicity				
✓ Asian	✓ Black	Chinese	✓ Mixed	✓ White
✓ Asian British	✓ Black British	✓ Chinese British	White and Black Caribbean	✓ White British
Asian English	Black English	Chinese English	White and Black African	✓ White English
Asian Irish	Black Irish	Chinese Irish	White and Asian	✓ White Irish
Asian Northern Irish	Black Northern Irish	Chinese Northern Irish	✓ Other	✓ White Northern Irish
Asian Scottish	Black Scottish	Chinese Scottish		✓ White Scottish
Asian Welsh	Black Welsh	Chinese Welsh		✓ White Welsh
✓ Bangladeshi	✓ Caribbean	✓ Other		✓ Other
✓ Indian	✓ African		Arab	
✓ Pakistani	✓ Other			
✓ Other				
Irish travellers (Northern Ireland only)				
✓ Marital or civil partnership status				
✓ Single people (never married or in a civil partnership)	✓ Married people (and living with their husband or wife)	✓ In a civil partnership		
✓ Married people (and separated from their husband or wife)	✓ Separated but still legally in a civil partnership	✓ Divorced people		
✓ Formerly in a civil partnership which is now legally dissolved	✓ Widowed people	✓ Surviving partner from a civil partnership		
✓ People with dependants (for example, children or elderly relatives)				
✓ People living in households with incomes below the national average, or people living in the most deprived local-authority wards in England, Scotland, Wales or Northern Ireland.				
Community background (Northern Ireland only)				
✓ Religious belief				
Protestant	Muslim	✓ Catholic	Jewish	✓ Other Christian
Sikh	Buddhist	Hindu	Other	✓ Non-religious
Gender				
Sexual orientation				

Declaration

a) Terms of Grant

You must read the standard terms of grant for this programme on our website.

By completing this Declaration, you are confirming that your organisation accepts these terms. For partnership projects, all partners must confirm that they accept the standard terms of grant by adding a contact at the end of the declaration.

b) Freedom of Information and Data Protection

We are committed to being as open as possible. This includes being clear about how we assess and make decisions on our grants and how we will use your application form and other documents you give us. As a public organisation we have to follow the Data Protection Act 1998 and the Freedom of Information Act 2000.

When you complete the Declaration at the end of the application form, you are confirming that you understand the Heritage Lottery Fund's legal responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000 and have no objection to us releasing sections 2, 3 and 4 of the application form to anyone who asks to see them once your application has completed the assessment process. If there is any information in these sections of the form that you don't want made publicly available, please explain your reasons below:

We will take these into account when we respond to any request for access to those sections. We may also be asked to release other information contained elsewhere in the form and we will respond to these requests after taking account of your rights and expectations under the Freedom of Information Act 2000 and Data Protection Act 1998. In those cases, we will always consult you first. The Heritage Lottery Fund will not be responsible for any loss or damage you suffer as a result of HLF meeting these responsibilities.

When you complete the Declaration you also agree that we will use this application form and the other information you give us, including any personal information covered by the Data Protection Act 1998, for the following purposes:

- To decide whether to give you a grant.
- To provide copies to other individuals or organisations who are helping us to assess, monitor and evaluate grants.
- To share information with organisations and individuals working with us with a legitimate interest in Lottery applications and grants or specific funding programmes.
- To hold in a database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications, and in the publications or websites of relevant Government departments and any partner organisations who have funded the activity with us.
- If we offer you a grant, you will support our work to demonstrate the value of heritage by contributing (when asked) to publicity activities during the period we provide funding for and participating in activities to share learning, for which we may put other grantees in contact with you.

We may contact you from time to time to keep you informed about the work of the Heritage Lottery Fund

Tick this box if you do not wish to be kept informed of our work

I confirm that the organisation named on this application has given me the authority to complete this application on its behalf.

I confirm that the activity in the application falls within the purposes and legal powers of the organisation.

I confirm that the organisation has the power to accept and pay back the grant.

I confirm that if the organisation receives a grant, we will keep to the standard terms of grant, and any further terms or conditions as set out in the grant notification letter, or in any contract prepared specifically for the project.

I confirm that, as far as I know, the information in this application is true and correct.

I confirm that I agree with the **above statements.**

Name	Fr T Martin
Organisation	St Mary of The Angels RC Church
Position	Parish Priest and Dean
Date	17/02/2018

Are you applying on behalf of a partnership?
No

Section nine: Supporting documents

Please provide all of the documents listed at each round, unless they are not applicable to your project. You will be asked to indicate how you are sending these documents to us - as hard copy or electronically.

In addition to numbers 1-8 below, you may also be required to submit further supporting documents that are specific to the programme that you are applying under. For further guidance, please refer to the application guidance Part four: Application form help notes. We will not be able to assess your application if we do not receive all the required information.

First round

1. Copy of your organisation's constitution (formal rules), unless you are a public organisation. If your application is on behalf of a partnership or consortium, please refer to the programme application guidance for more information on what you need to provide.

If you have sent a copy of your constitution with a previous grant application (since April 2008) and no changes have been made to it, you do not need to send it again. Tell us the reference number of the previous application.

N/A

2. Copies of your agreements with project partners, signed by everyone involved, setting out how the project will be managed (if applicable);

Not applicable

3. Copy of your organisation's accounts for the last financial year. This does not apply to public organisations;

Electronic

4. Spreadsheet detailing the cost breakdown in Section seven: project costs;

Electronic

5. Calculation of Full Cost Recovery included in your development phases costs (if applicable);

Not applicable

6. Briefs for development work for internal and externally commissioned work;

Not applicable

7. Job descriptions for new posts to be filled during the development phase;

Not applicable

8. A small selection of images that help illustrate your project. If your project involves physical heritage, please provide a selection of photographs, a location map and, if applicable, a simple site map or plan. It would be helpful if these are in digital format (either as an attachment or on disk). We will use these images to present your project to decision-makers.

Hard copy

If applicable, please attach any additional documents as required for the programme that you are applying under. Use the box below to confirm in what format the additional documentation will be submitted.

Hard copy

Please now attach any supporting documents.

When you have completed the form click the submit button to submit the form to the server. You can view what you have entered by clicking the draft print button above.